



GREENFIELD PARKS & RECREATION

JOB DESCRIPTION: Pre School Program Substitute Instructor
DEPARTMENT: CITY OF GREENFIELD PARKS & RECREATION DEPARTMENT
HOURS OF WORK: Monday-Thursday (8 – 1 PM) max 24 hrs/week
(September through May) Hours may vary. (Feb-August – prep and training)
SALARY: \$10/HR to \$15/HR based on qualifications – No Formal Employee Benefits

WORK INVOLVED

Serves as staff member for the Parks and Recreation Department. Responsible for the supervision of assigned age group. Exercises leadership techniques and skills with group members at all times. Assists in maintaining rosters, attendance forms, dismissal forms, incident report forms and accident report forms as required by the Department. Responsible to the Parks Recreation Director and Park Superintendent. Punctuality and regular attendance are essential functions of this position. Employee is required to be available for assigned program dates and times. Performs park/facility maintenance and policing debris. Enforcement of all Parks Department facilities regulations and policies is a must. Plan and implement lessons plans, lead large and small groups of children. As assigned, participate in all aspects of preschool planning, training, and parent meetings. Provide support in all areas of the classroom maintaining a clean, safe, and cheerful environment. Develop a positive relationship with all children, families, and volunteers. Ensure that all feel welcome, and communicate with parents on a regular and assigned basis. Attend all scheduled meetings and overall program activities. Assist in evaluating activities regarding appropriateness and effectiveness and interest of the children as assigned. Collect all assigned documentation. Keep proper inventory. Complete assigned janitorial duties. Instructor must be able to be flexible within the professional settings of a Pre School program environment. Maintaining a positive working relationship with Parks Staff Members is a must. Being a professional problem solver while using initiative is preferred. Employee must be able to adapt to various types of professional work settings while maintaining an open and honest approach. A positive attitude is required. Maintaining a Child Development Associate (CDA) credential is preferred. Perform all other assigned duties. This is a seasonal based position.

JOB REQUIRMENTS

A High school diploma/equivalent or a higher secondary education is preferred. Prefer the possession of at least one (1) year experience in working with groups of children and/or adults in a Pre School or Child Care setting, planning, organizing, and conducting simple recreation activities. Ability to work with families from all socio-economic levels. Knowledge of applicable state and federal laws and requirements. Ability to work effectively with managers, supervisors, employees, and employee representatives. Knowledge of program rules and requirements. Ability to communicate effectively verbally and in writing. Valid driver's license is preferred. Good knowledge of leadership techniques is required. Knowledge of the care and use of recreation equipment is required. Certification in basic first aid and ability to observe necessary precautions to secure the safety of recreation participants and be able to render first aid in the case of minor injury is preferred. Maintain order in all assigned areas of the facility. Enforce all facility rules and policies in a firm, consistent manner. Other duties as assigned by the Recreation Director to facilitate the safe, sanitary, and effective operation of the assigned facility.

PHYSICAL DEMANDS

While performing the duties of this job, the Employee is frequently required to walk, sit, talk, or hear. Employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and or move objects up to 50 lbs. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the Employee occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.



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GREENFIELD
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EMPLOYMENT STIPULATION(S)

Any hired applicant may be terminated at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee’s or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

Employment Agreement

EMPLOYMENT STIPULATION(S)

Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with our without notice, at any time, at either the Employee’s or the Greenfield Parks Department option. Terms and conditions of employment may be changed with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

IMPORTANT-You will be evaluated to some degree at all times. It is our responsibility to put the participants first. Be professional and know that there is a positive reason for everything that we do.

By signing this document, you are agreeing that you have received a copy of your position’s job description

The Greenfield Parks and Recreation Department wishes to thank you for your past and/or future services as a Program Instructor (if hired).

You may accept this letter/agreement portion, which is not a “contract” of employment, as reasonable assurance that you will be re-employed for the next program season/session/post-break time (if initially hired). Although this serves as a potential reasonable assurance, there is no guarantee of employment at any time with the Greenfield Parks and Recreation Department. Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee’s or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

Employee Name (Print Name)

Employee Signature (Sign Name)

Date _____



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